

## Health and Safety Policy

### GDPR Policy Statement

## General Data Protection Regulations Policy Statement

M & W Ceramics Ltd understands that the General Data Protection Regulation (GDPR) is a serious part of the businesses and has incorporated a GDPR Policy within its Management system to demonstrate compliance.

### Data Protection Principles

M & W Ceramics Ltd is committed to processing data in accordance with its responsibilities under the GDPR.

GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

### General Provisions

- This policy applies to all personal data processed by M & W Ceramics Ltd.
- The Responsible Person shall take responsibility for the company’s ongoing compliance with this policy.
- This policy shall be reviewed at least annually.
- Individuals have the right to access their personal data and any such requests made to the company shall be dealt with in a timely manner.
- M & W Ceramics Ltd shall take reasonable steps to ensure personal data is recorded accurately.

- To ensure that personal data is kept for no longer than necessary, M & W Ceramics Ltd shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- M & W Ceramics Ltd shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- When personal data is deleted this should be done safely such that the data is irrecoverable, in accordance with and under the terms of “the right to be forgotten”.

Signature:

Mick Tanner – Director (Responsible for Health & Safety)

Date: 1<sup>st</sup> October 2018

Review Date: 30<sup>th</sup> September 2019

## The 7 Key Principles

